



Request for City Council Committee Action from the Department of Human Resources

Date: January 13, 2015

To: Mayor Betsy Hodges and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director Innovation Delivery Team

630 points/Grade 13 (\$100,167- \$118,092)

Recommendation:

- Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - The person occupying the position will be part of the designated department head's management team.
 - The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
- Approve the proposed position: Director Innovation Delivery Team; 630 points/Grade 13 The position is FLSA – Exempt
- Approve the recommended salary schedule for the position, which has a range of \$100,167 to \$118,092, effective January 30, 2015, and authorize annual step movement for the incumbent provided satisfactory or better performance in the job:

| Title | Points | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|--|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <u>Director Innovation Delivery Team</u> | 630 | \$100,167 | \$105,439 | \$107,548 | \$109,657 | \$111,765 | \$113,874 | \$115,983 | \$118,092 |

4. Refer to Ways and Means

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Patience Ferguson
Chief Human Resources Officer

Spencer Cronk
City Coordinator

Presenters in Committee: Pamela Nelms. CCP, SPHR
Human Resources Senior Consultant

Financial Impact (Check those that apply)

☒ No financial impact (If checked, go directly to Background/Supporting Information).

☐ Action requires an appropriation increase to the ☐ Capital Budget or ☐ Operating Budget.

☐ Action provides increased revenue for appropriation increase.

☐ Action requires use of contingency or reserves.

☐ Business Plan: ☐ Action is within the plan. ☐ Action requires a change to plan.

☐ Other financial impact (Explain):

☐ Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Hodges:

The City of Minneapolis has been selected to participate in the Bloomberg Philanthropies' Innovation Teams Program. Innovation teams function as in-house innovation consultants for the organization helping to identify areas of strategic opportunity. The plan for the City is to focus on equitable delivery of services to City residents and customers. The Director will build a team which will help City Leaders and Staff through a data driven process to assess process, generate responsive new interventions, and develop partnerships, and deliver measurable results.

The duties and responsibilities include but are not limited to:

- Manage daily operations of Bloomberg Innovation project, including budget, personnel and project plans.

- Develop and manage an enterprise wide process for identifying and addressing potential race and place-based inequities in City services.
- Hire and manage staff responsible for generating innovative solutions, developing implementation plans, and managing progress towards defined targets.
- Manage and maintain strong relationships with a broad set of stakeholders, including senior government officials and private and nonprofit sector leaders in the community.
- Generate new ideas by deploying open innovation methods.
- Consult with internal and external experts to generate innovative solutions and assess their feasibility.
- Ensure that there are clear and appropriate implementation plans for delivery on all major initiatives in the identified priority areas.
- Achieve defined targets by monitoring performance and helping to correct course when needed.
- Communicate progress to all relevant stakeholders, including regular reporting to the Mayor
- Share the team's strategic framework and best practices for innovation throughout City government.
- Lead the development and implementation of internal and external communication strategies to inform and engage elected officials, City staff, community partners and the general public.
- Oversee the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.

Factor Summary of the evaluation of the position.

| Factor | Points | Analysis |
|-------------------------|---------------|--|
| Pre-requisite Knowledge | 70 | The position requires a Bachelor's Degree in Business Administration, Public Administration or a related field (advanced education highly desirable JD, MBA, or related). The position will require five (5) years of progressively responsible related experience, which includes experience in leading organizational transformation involving multiple stakeholders, and experience managing and supervising a team engaged in organizational development consulting activities. The position requires good knowledge of City government operations and public sector innovation. |
| Decisions and Actions | 70 | Jobs at this level make decisions and take action on complex matters and develop solutions to complex problems involving advanced principles and techniques and considerable original thinking. Work is done under general supervision in accordance with broadly stated policies or principles. Most work is of an advanced nature and calls for the exercise of independent judgment. Performance can have considerable influence on finances or delivery of services; errors or inadequacies can cause very serious and notable inconvenience, embarrassment or expense. |

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|------------------------------|----|---|
| Supervisory Responsibility | 10 | The Director Innovation Delivery Team will directly supervise the five positions that will be a part of the innovation team. The proposed titles are two Project Managers, one Data Architect, and two Business Process and Data Analysts. |
| Relationships Responsibility | 80 | Jobs at this level the job will have a multitude of contacts, both internally and externally, primarily at a high level. There will be daily contacts at a high level advising City decision-makers including the Mayor, City Council, Department Heads, and other high-level decisions makers. In these relations the job typically is providing leadership on legal questions, planning, and change issues, or comparable high-level issues. Other contacts will involve advice and assistance in solving problems and answering questions; clarification of the Mayor/Council directions and intent regarding change initiatives. Externally there will be contacts with State and Federal officials related to process and performance; exploring City policies and procedures; legal matters; and financial matters. There will be contact with various business associations, non-profit and for profit organizations for input and advice about City services. |
| Working Conditions | 20 | The position will work in normal office environment and will have exposure to the typical equipment in an office including computer keyboarding, copiers, and phones. |
| Effort | 70 | The effort in this job is primarily mental effort, in developing plans and coordinating activities, and in analyzing projects and budgets, etc. At this level there is accountability for planning, coordinating, and monitoring activities which requires mental effort and creates stress. These are executive level decision-making positions and there are competing priorities which create stress and require mental effort in developing alternative recommendations or plans for budgets, personal actions, department initiatives, or solutions for identified problems. There are numerous pressures to meet deadlines on projects, reports, plan development, handling inquiries, etc. The physical effort in these positions corresponds to that required in most executive positions working in an office environment. |

Attached: Classification Report and Salary Ordinance